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## **General Plan Review Requirement for Food Service** **Establishment and Mobile Food Service Units**

A Plan Review is required for a new owner **of an existing food service facility (change of ownership), a new food service facility, or a mobile food service operation**. The following documents must be submitted to the health department in order to complete the Plan Review process that is required for the approval of a food service license:

1. **Apply for a Food License and Pay Applicable Fees:** If a facility has changed ownership with no interruption in the business operation, the new owner must apply for a food license and pay the applicable fees (food license fee and plan review fee) in order to remain open for business. Plan Review requirements for a “change of ownership” must be met within 30-days. Note: Fees are determined by the HACCP Plan & Menu.
2. **Floor Plan** with all equipment including small counter top equipment (toasters, microwaves, counter top refrigerators) and other operating equipment such as the exhaust hood, handsinks, 3-compartment sink, mop sink, etc.. Dining area and bathrooms must be shown on the plan. Plans may be hand drawn to scale for change of ownership or mobile units if no remodeling or revision has occurred. Architectural drawings and a building permit are required for all **brand new** food service facility (refer to sample).
3. **Equipment List** numbered to match numbered equipment plan, with manufacturer’s name and model number. Equipment list must include manufacturer and model number of all existing equipment (refer to sample).
4. **Specification Sheets** are required for all new equipment (not in our previous owner’s file) and for all new food service facility.
5. **Two Certified Manager’s** Certified in Food Safety (someone must be present at the facility at all times). Required for all High and Moderate priority facility. At least one for mobile units.
6. **A Complete Menu** (low priority facility may list category of pre-packaged goods).
7. **HACCP (Hazard Analysis Critical Control Point) Plan** (See HACCP Plan Guideline packet).
8. **For Mobile Units Only:** Base of Operation Agreement Letter with a copy of Food Establishment License (if facility is not located in Howard County).

Please submit the above listed documents to proceed with the plan review of the referenced business. The plan review process is a requirement for all change of ownership situations (after final settlement) and new food service facilities for food license issuance by the Howard County Health Department Food Protection Program.

Please note that all plan review requirements must be met **within 30-days** of completion of the license application and fee payment for all operating change-of-ownership. If the plan review requirements are not met, license application will not be approved or may be denied and the food service facility may be closed and/or fined for operating without a Food Service License.

See Plan Review Mobile Packet or Plan Review Food Service Facilities Packet for more detail.

**Note: Food license is non-transferable.**

(Revised 10/29/2018 MJD)